



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 6/3/14

Katherine Boon
1624 1st St
Boone, IA 50036

Dear Katherine,

This letter is in regards to the 6/2/14 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow. (At the time of the spot check, you had 14 countable children, over by 2. You also were over the allowable number of children under 24 months by 1. You need to maintain numbers allowed by Iowa guidelines and cannot accept the 2 drop-ins when they put you over numbers.)

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) (You need to find/obtain current certification in the two hour mandatory child abuse training to be kept on file.)

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains: (You need to apply to have assistant Marissa added to your registration and have the proper background checks completed. You also need to establish a file for her showing a health statement and completion of the mandatory child abuse training.)

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "B"**

☐ 110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time. (See above.)

☐ 110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before** 7/29/14.

☒ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after 7/29/14.

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).